



PUBLIC RECORD REQUEST FORM

Please complete this form and send to: Oregon Department of State Lands Attn: Lorna Stafford 775 Summer St. NE, Suite 100 Salem OR 97301 Phone: (503) 986-5224; Fax: (503) 378-4844 Email to: lorna.stafford@state.or.us	For requests to our Bend office: Oregon Department of State Lands Attn: Rhonda Ray 1645 NE Forbes Rd., Suite 112 Bend OR 97701 Phone: (541) 388-6112; Fax: (541) 388-6480 Email to: rhonda.ray@state.or.us
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CONTACT INFORMATION

Name:	Email:
Organization:	Phone:
	Fax:
Mailing Address:	

REQUEST (Detail of records being requested)

Please be as specific as possible. For example, specify file number, file name, site location (township, range and section). If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this.

Signature:	Date:
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OFFICE USE

Date Received:	Assigned to:
Due Date:	Costs (<i>see reverse side</i>):

Fees

Unless otherwise stated by rule, the Department of State Lands (DSL) shall make charges for copies and services as follows:

Photocopies:	
Copies made by DSL staff:	0.25
General public making their own copies:	0.10
Maps:	1.25
Certified copies of DSL records (first four pages):	5.00
Additional pages:	0.20

Transcripts, reports, specialized maps, photos, etc. available through DSL: a charge approximating the cost of reproduction and handling.

Additional charges shall be added for the following:

Actual cost of staff time required for research, collection of records, review for exemptions, redactions and separations, photocopying, and supervision of any on-site record inspections. The per-hour cost shall be calculated by the agency using the current biennium budget figures.

Actual costs incurred for legal advice relating to the request or the records.

The actual cost of postage and handling for mailing documents to the Requestor.